TRANSFER CREDIT APPROVAL FORM
Fall 2020 through Spring 2021

_____________________________         _________________________             _______________
STUDENT NAME (PRINT)         STUDENT ID#         Phone #

Name of college/university where courses were taken: __________________________________________

Were these courses taken outside of the United States? *See policy below __________________________

 COURSES TAKEN:  ☐ SUMMER  ☐ FALL  ☐ SPRING  YEAR __________________________

__________________________
ADVISOR SIGNATURE (APPROVAL)

__________________________
ADVISOR NAME (PRINT)

DATE

Courses must be approved by a Pitzer faculty member if the course is in a field of study that Pitzer offers. For courses in
fields not offered by Pitzer, an appropriate faculty member at another Claremont College must approve the course.

Faculty: By signing this form you are agreeing that the transfer course is equivalent to a
course that could be offered in your field/department at the Claremont Colleges.

Transfer Course Number & Title  5C (Claremont Colleges)  Faculty Member Name (PRINT)  5C College  5C (Claremont Colleges)  Faculty Member Signature
1) ____________________________________________  __________________________  ______    ______________________________

____________________________________

2) ____________________________________________  __________________________  ______    ______________________________

____________________________________

3) ____________________________________________  __________________________  ______    ______________________________

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Transfer Credit Conversion: All academic credits (semester and quarter) transferred into Pitzer College will be
translated into equivalent Pitzer course credits according to the following conversion: four semester units or six quarter
units equal 1.0 Pitzer course. Please check with the Registrar’s Office to confirm transfer credit totals.

After the course is completed, you must request an official transcript to be sent to:
registrar@pitzer.edu

Office of the Registrar, Pitzer College, 1050 N. Mills Ave., Claremont, CA  91711

Please turn over for required student signature

OFFICE USE

__________________________
Date Processed

__________________________
Initials

revised 4/2020
Transfer Credit Policy

The modified Transfer Credit Policy for Academic Year 2021-2021 can be found on the Pitzer College website at https://www.pitzer.edu/emergency/2020/07/23/modification-to-the-transfer-credit-policy-for-academic-year-2020-2021/.

- **Policy Modification.** On July 17, 2020, the Pitzer College Faculty Executive Committee approved a modification to the current transfer credit policy that applies to all current students regardless of the College Catalog language in place at the time of their original matriculation. Specifically, a student will be allowed to transfer up to a total of 2.0 Pitzer credits (i.e., 8 semester units or 12 quarter units) from an institution of higher education for coursework completed during the fall and spring semesters (or fall, winter, and spring quarters) of academic year 2020-21.

- **Transfer credit does not calculate into a student’s Pitzer GPA.**

- In order to be eligible for transfer credit, coursework must be offered by another regionally accredited college or university in the United States and a grade of “C” or better earned.

- A faculty member in the appropriate discipline must approve each transferred course. If the course is in a field of study offered at Pitzer, the course must be approved by a Pitzer faculty member.

- *Transfer credit is not allowed for coursework taken abroad while on a leave status for the fall or spring semester. Transfer credit for work done abroad during the summer may be granted credit when prior approval is obtained from the appropriate field group and the Registrar’s Office.

- Of the 32 courses required for graduation, no more than 16 Pitzer equivalent course credits will be accepted as transfer credit. New Resources students may transfer up to 24 Pitzer equivalent course credits, with a maximum of 16 Pitzer equivalent course credits from a two-year institution.

- Courses approved for transfer credit may not be used to fulfill more than half of a student’s major or minor requirements.

- To verify the amount of Pitzer course credit you will receive for transfer work, please consult the Registrar’s Office.

- In order to ensure sufficient credit for graduation, please submit all transfer credit by the first semester of senior year.

- Credit is not awarded when the student has already received credit for the same material at Pitzer College or elsewhere. Online courses are subject to approval by the relevant field group.

- Credit is not awarded when the course is included in the high school record and was used for fulfillment of high school diploma requirements.

- Courses taken during a gap year after being admitted to Pitzer cannot be considered for transfer credit.

- Coursework taken outside the U.S. must be offered by a college or university approved by the Ministry of Education. Students wishing to transfer coursework from higher education institutions outside of the United States must provide a report from a credentials evaluation service in order to receive an evaluation of credit transferable to Pitzer. The following organizations may be used:
  - International Education Research Foundation
  - World Education Services
  
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Students: By signing this form you acknowledge that you have read and agree to the terms of the transfer credit policy and understand how transfer course work is converted to Pitzer course credits.

STUDENT SIGNATURE                                      DATE